

DEPARTMENT OF COMMERCE
NORTH CAROLINA PORTS AUTHORITY

Records Retention and Disposition Schedule

Departmental Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a departmental name change from Department of Economic and Community Development to Department of Commerce. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated November 19, 1982. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the


NORTH CAROLINA PORTS AUTHORITY

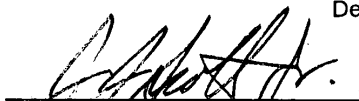
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The


NORTH CAROLINA PORTS AUTHORITY

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

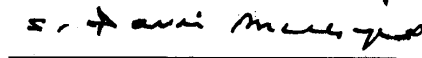
APPROVAL RECOMMENDED



Hector A. Alonso, Chief Records Officer
Department of Commerce


James J. Scott, Executive Director
North Carolina Ports Authority


William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

May 10, 1993

JH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

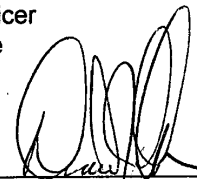
DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
COMPTROLLER'S OFFICE
PERSONNEL OFFICE

Amend the program records retention and disposition schedule approved May 10, 1993 by changing the disposition instructions of Item 524 as shown on substitute page dated July 8, 2002.

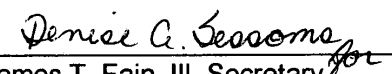
APPROVAL RECOMMENDED



Mac Ellis, Chief Records Officer
Department of Commerce


Erik Stromberg, Executive Director
North Carolina State Ports Authority


David J. Olson, Director
Division of Historical Resources

APPROVED


James T. Fain, III, Secretary
Department of Commerce


Lisbeth C. Evans, Secretary
Department of Cultural Resources

July 8, 2002

MS

DEPARTMENT OF COMMERCE
NORTH CAROLINA PORTS AUTHORITY

Records Retention and Disposition Schedule

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NORTH CAROLINA PORTS AUTHORITY

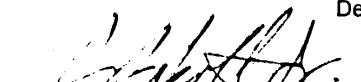
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The


NORTH CAROLINA PORTS AUTHORITY

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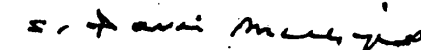
APPROVAL RECOMMENDED


Hector A. Alonso, Chief Records Officer
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William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

May 10, 1993

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

JH

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF MOREHEAD CITY
EXECUTIVE DIRECTOR'S OFFICE**

ITEM 12410. EXECUTIVE DIRECTOR'S CORRESPONDENCE FILE.

Record copies of data concerning the administration of the North Carolina State Ports Authority, particularly the Port of Morehead City. File includes correspondence, memorandums, reports, speeches, newspaper clippings, publications, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12411. EXECUTIVE DIRECTOR'S MEMBERSHIP ORGANIZATIONS FILE.

Reference copies of data concerning various maritime organizations of which the Executive Director is a member (International Association of Ports and Harbors, American Association of Port Authorities, etc.). File includes publications (newsletters, reports, programs, etc.) and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 12412. MOREHEAD CITY NAVIGATION AND PILOTAGE COMMISSION (MCNPC) MINUTES FILE.

Original copies of minutes of meetings of the MCNPC, which licenses pilots for navigation and deals with other matters concerning navigation of the Morehead City Harbor and Beaufort Bar since its formation in January 1983.

DISPOSITION INSTRUCTIONS: Transfer 1 duplicate copy of minutes of each meeting to the State Records Center for security storage. Transfer original minutes in 10-year increments to the State Records Center to be microfilmed for security and returned. Transfer original minutes to the State Records Center for the Archives when agency need ends.

ITEM 12413. MOREHEAD CITY NAVIGATION AND PILOTAGE COMMISSION (MCNPC) FILE.

Record and information copies of data concerning the MCNPC. File includes routine correspondence and expense records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF MOREHEAD CITY
OFFICES OF PORT MANAGER
BULK HANDLING FACILITY**

ITEM 12414. SUPERINTENDENT'S CORRESPONDENCE FILE.

Record copies of correspondence of the superintendent of Bulk Handling Facility. File concerns clients and potential clients, surplus property, personnel, and other related subjects. File includes correspondence, memorandums, bid documents, licenses, contracts, and other related

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 10 year(s).

ITEM 12415. PRODUCTS/COMPANIES FILE.

Record copies of data concerning clients and potential clients of Bulk Handling Facility. File includes memorandums, permits, data concerning machinery owned by each client, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete but within 10 years.

ITEM 12416. CONVEYOR PARTS FILE.

Record copies of data concerning conveyor parts used at Port of Morehead City. File includes current listings of parts available, prices of parts, names and locations of suppliers, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 12417. FINANCIAL AND ENGINEER INSPECTION REPORTS FILE.

Information copies of completed Port of Morehead City financial statements, budgets, and engineer reports.

DISPOSITION INSTRUCTIONS: Destroy in office engineer reports when superseded or obsolete. Destroy in office remaining records after 1 year.

ITEM 12418. MAINTENANCE FORMS FILE.

Record copies of completed maintenance forms for bulk handling machinery at Port of Morehead City.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 12419. SHIP LOGS FILE.

Record copies of data concerning each cargo vessel loaded or unloaded at Port of Morehead City. Information includes rate of loading, weather, breakdowns, and all other pertinent data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12423. SCALE TESTS FILE.

Record copies of scale tests for Bulk Handling Facility scales at Port of Morehead City. (Scales are tested prior to loading or unloading of each vessel.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 12424. ACCIDENT REPORTS FILE.

Information copies of accident reports for all property damage and each personal injury incurred at Port of Morehead City.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF MOREHEAD CITY
OFFICES OF PORT MANAGER
DOCK OPERATIONS SECTION**

ITEM 12488. EQUIPMENT TRANSFER RECORD FILE.

Record copies of data concerning North Carolina State Ports Authority (NCSPA) equipment transferred between Port of Morehead City and Port of Wilmington. File includes names and identification numbers of equipment, dates of transfers, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 10 year(s).

ITEM 12490. WATER RECORD FILE.

Record copies of water meter readings (start and finish). (Records are used for billing vessels which receive water at Port of Morehead City.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 12491. RAIL CAR RECORD FILE.

Record copies of data concerning rail cars entering port facilities at Port of Morehead City each day. Information includes dates and times of arrivals, contents of cars, and dates and times of departures.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF MOREHEAD CITY
OFFICES OF PORT MANAGER
PORT MANAGER**

ITEM 12471. PORT MANAGER'S ADMINISTRATIVE FILE.

Record and information copies of data concerning administrative matters pertaining to port manager. File includes correspondence, service contracts, project data, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12472. INTERNATIONAL LONGSHOREMEN'S ASSOCIATION FILE.

Record copies of data concerning Port of Morehead City's dealings with the International Longshoremen's Association (Local 1850). File includes termination and permanent employment forms, contracts, and other data relating to union matters.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12473. FINANCIAL STATEMENTS FILE.

Record copies of monthly comprehensive budget reports for the Port of Morehead City.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 12476. MONTHLY STATISTICS AND ANALYSES FILE.

Printout copies of statistics and analyses of cargos shipped through the Port of Morehead City each month. Information includes tonnage processed, types of commodities shipped, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12477. BUSINESS MATTERS FILE.

Record and information copies of data concerning business matters of the port manager (project planning, types of cargos, and other matters). File includes monthly summaries of operation, correspondence, reports, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF MOREHEAD CITY
OFFICES OF PORT MANAGER
PURCHASING SECTION**

ITEM 12481. PURCHASING CORRESPONDENCE FILE.

Record copies of correspondence to and from suppliers. File concerns purchases, supplies and equipment available, and other related data. File also includes requests for quotations.

DISPOSITION INSTRUCTIONS: Transfer to Purchase Orders File if purchase order is filled.
Destroy in office remaining records after 1 year.

ITEM 12485. STATE CONTRACT ITEMS FILE.

Microfiche copies of listings of items on state contract utilized for purchases of equipment and supplies for the Port of Morehead City.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF MOREHEAD CITY
OFFICES OF PORT MANAGER
SHIPPING AND RECEIVING SECTION**

ITEM 519. ARRIVAL AND DEPARTURE BOOK FILE.

Record copies of data concerning the arrival and departure of each vessel through the Port of Morehead City. Information includes names and types of vessel; dates of arrival and departure; type of cargos; names of owners; and other related data.

DISPOSITION INSTRUCTIONS: Break files every 5 years. Transfer each 5-year increment to the State Records Center after 2 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 520. SHIP FOLDER FILE.

Record copies of data concerning each visit by a cargo ship to the Port of Morehead City. File includes name of ship, date of visit, type of cargo, destination of ship, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 521. NAVY SHIP FILE.

Record copies of data concerning each U.S. Navy vessel visiting Port of Morehead City. Information includes name of vessel; dates of arrival and departure; whether inbound or outbound; and tonnage of military cargo.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12459. CHARGE ORDER BOOK FILE.

Record copies of data concerning charges billed to various companies for services performed by the Port of Morehead City. Information includes time involved, cargo tonnage, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12460. TRANSSHIPMENT FOLDER FILE.

Record copies of data concerning Port of Morehead City billing charges related to any cargo that comes in for export but is transshipped by truck or railcar to other destinations within the United States.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12461. IMPORT LUMBER INVENTORY FILE.

Record copies of data concerning each shipment of lumber imported through the Port of Morehead City. Information includes name of ship, name of shipper, dates lumber removed, and amounts remaining at port.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12462. ENGINEERING FORMS FILE.

Record copies of Port of Morehead City engineering forms. Information includes name of each ship, date of arrival, tonnage of cargo, and type of cargo.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12463. TRAFFIC REPORT FILE.

Information copies of traffic reports for the Port of Morehead City. Information includes number of trucks and railcars received at port each month and tonnages of cargo received.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF MOREHEAD CITY
OFFICES OF PORT MANAGER
SHIPPING AND RECEIVING SECTION**

ITEM 12464. TOBACCO REPORT FILE.

Information copies of reports of quantities of tobacco imported and exported through the Port of Morehead City each month.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12465. COMMERCE FORM FILE.

Information copies of commerce forms listing amount of cargo processed through the Port of Morehead City each month. Information also includes identification of ships and shippers, dates of shipments, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 12467. CUSTOMER STORAGE BOOK FILE.

Record copies of listings of loading memorandums and bill of lading data for each load of storage tobacco received by the Port of Morehead City. (A separate book is maintained for each shipper. File is used in taking inventory and issuance of invoices for all accrued storage and handling charges and for the preparation of shipments per customer's shipping instructions.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12468. LOADING MEMORANDUMS AND BILLS OF LADING FILE.

Record copies of loading memorandums and bills of lading for tobacco stored at the Port of Morehead City. File includes name of shipper, date received, load number, grades information, hogshead numbers, weights of shipments, storage locations information, and any exceptions.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12469. NEGOTIABLE RECEIPTS FILE.

Record copies of surrendered individual negotiable receipts covering hogsheads of tobacco scheduled for shipment. (These negotiable receipts cover tobacco stored at the Port of Morehead City and have to be verified before tobacco is released.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12470. FUMIGATION CERTIFICATES FILE.

Record copies of fumigation certificates for all shipments of tobacco fumigated at the Port of Morehead City.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
COMPTROLLER'S OFFICE**

ITEM 12512. NORTH CAROLINA STATE PORTS AUTHORITY MINUTES FILE.

Official signed copies of the minutes of the North Carolina State Ports Authority meetings. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer minutes to the State Records Center to be microfilmed for security and returned. Transfer 1 official copy of future minutes to the State Records Center. Transfer paper records when agency need ends to the State Records Center for the Archives.

ITEM 12513. COMPTROLLER'S BUDGET AND FISCAL CORRESPONDENCE FILE.

Record copies of internal and state audits, fiscal correspondence regarding accounts receivable and capital improvements, and data concerning banks through which loans have been obtained.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 10 year(s).

ITEM 12514. COMPTROLLER'S ADMINISTRATIVE FILE.

Record copies of data concerning the administration of the Comptroller's Office, which conducts all financial transactions for the North Carolina State Ports Authority (NCSPA). File concerns finances, meetings of the North Carolina State Ports Authority, travel, and other related matters. File includes correspondence, memorandums, financial statements, policies and procedures, reports, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 10 year(s).

ITEM 12515. COMPTROLLER'S CURRENT PROJECTS FILE.

Record copies of correspondence and data concerning current projects covering insurance, Administrative Procedures Act, port expansion finance, union negotiations, accounts receivable, and necessary constitutional and legislative changes.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 12516. COMPTROLLER'S OPERATIONS AND PROGRAMS FILE.

Record copies of data concerning the operations and programs of the Ports of Wilmington and Morehead City. File concerns the 1977 Phosphate Revenue Bond Issue, bond deferment, annual inspections of the phosphate storage facility, escalations of dockage charges that are assessed users of the facility, and other subjects. File includes correspondence, bond deferment documents, inspection reports, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 10 year(s).

ITEM 12518. COMPTROLLER'S FILE ON UNION AND SALARIED EMPLOYEES FILE.

Record copies of correspondence, memorandums, reports, and other related data regarding union employees, insurance, contracts, deferred compensation, and annual/sick leave records for salaried employees.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 10 year(s).

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
COMPTROLLER'S OFFICE
COMPUTER SYSTEMS**

ITEM 12525. PHOSPHATE SYSTEM FILE.

Printout copies and non-removable magnetic disk files of data concerning the phosphate facility at North Carolina State Ports Authority. (System is used to account for reimbursable expenses for billing customer accounts.)

DISPOSITION INSTRUCTIONS: Transfer printout copies to Finance Department when produced. Return source documents to Finance Department after entered into display terminal (CRT). Transfer security (backup) copy of magnetic diskettes to an off-site area for security storage. Agency representative will update periodically. Erase in office files when updated.

ITEM 12527. COMMERCE REPORTING SYSTEM FILE.

Printout copies, non-removable magnetic disk files, and diskettes of data concerning commodities, containers, and vessels that have passed through North Carolina State Ports Authority facilities. (System is utilized to provide data regarding commodity and individual port operations to users and managers.)

DISPOSITION INSTRUCTIONS: Transfer printout copies to Finance Department and Marketing and Trade Department when produced. Return source documents to originating departments after entered into display terminal (CRT). Transfer security (backup) copy of magnetic diskettes to an off-site area for security storage. Agency representative will update periodically. Erase in office files when updated.

ITEM 12528. FUEL ACCOUNTING SYSTEM FILE.

Printout copies and non-removable magnetic disk files of data concerning monthly fuel usage, fuel tank readings, and fuel receipts. (System is used to ensure accountability for fuel and document its usage by North Carolina State Ports Authority and the General Ledger System.)

DISPOSITION INSTRUCTIONS: Transfer printout copies to Finance Department when produced. Return source documents to originating departments after entered into display terminal (CRT). Transfer security copy of magnetic diskettes to an off-site area for security storage. Agency representative will update periodically. Erase in office files when updated.

ITEM 12529. TRADE (MARKETING) SYSTEM FILE.

Printout copies and non-removable magnetic disk files of data concerning customers and potential customers for North Carolina State Ports Authority facilities. Information includes listings of salesmen's calls and other data. (File is updated in Marketing and Trade Development.)

DISPOSITION INSTRUCTIONS: Transfer printout copies to Marketing and Trade Development when produced. Transfer security (backup) copy of magnetic diskettes to an off-site area for security storage. Agency representative will update periodically. Erase in office files when updated.

ITEM 12530. CONSTRUCTION COST SYSTEM FILE.

Printout copies and non-removable magnetic disk files of data concerning costs of North Carolina State Ports Authority construction projects. (System is updated by Finance Department and Engineering Department and is utilized to provide those departments with invoice status for approved projects.)

DISPOSITION INSTRUCTIONS: Transfer printout copies to Traffic Department and Engineering and Development when produced. Transfer security (backup) copy of magnetic diskettes to an off-site area for security storage. Agency representative will update periodically. Erase in office files when updated.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
COMPTROLLER'S OFFICE
COMPUTER SYSTEMS**

ITEM 12534. CONTAINER LOCATOR SYSTEM FILE.

Printout copies and non-removable magnetic disk files providing data used to maintain a listing of current locations of all North Carolina State Ports Authority containers. (System is updated by Container Section.)

DISPOSITION INSTRUCTIONS: Transfer printout copies to Container Section when produced. Transfer security (backup) copy of information on magnetic diskettes to an off-site area for security storage. Agency representative will update periodically. Erase in office files when updated.

ITEM 12535. OPERATIONS LIBRARY SYSTEM FILE.

Printout copies and non-removable magnetic disk files providing data used to generate operational reports (berth occupancy, ship schedule, etc.). (System is updated by Port Manager's Office.)

DISPOSITION INSTRUCTIONS: Transfer printout copies to Port Manager's Office when produced. Transfer security (backup) copy of information on magnetic diskettes to an off-site area for security storage. Agency representative will update periodically. Erase in office files when updated.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
COMPTROLLER'S OFFICE
FINANCE DEPARTMENT**

ITEM 12536. ACCOUNTING CORRESPONDENCE FILE.

Record copies of correspondence concerning accounting matters affecting the North Carolina State Ports Authority (NCSPA). File includes accounting procedures and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 12537. TEXASGULF AGREEMENT FILE.

Record copy of the agreement between North Carolina State Ports Authority and Texasgulf Sulphur Company. (The agreement contains information regarding the accounting for and the operation of the Bulk Facility at Morehead City.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after termination of agreement.

ITEM 12538. TRUST AGREEMENT FILE.

Record copy of trust agreement between North Carolina State Ports Authority and North Carolina National Bank regarding the phosphate facility at Wilmington.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after termination of trust agreement.

ITEM 12539. INSURANCE POLICY FILE.

Record copies of data concerning insurance policies held by the North Carolina State Ports Authority. File includes correspondence and billing information.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 fiscal years.

ITEM 12541. BOND TRANSCRIPTS FILE.

Record copies of data regarding revenue bonds at the phosphate facility in Morehead City.

DISPOSITION INSTRUCTIONS: Destroy in office when bond is retired.

ITEM 12543. CAPITAL IMPROVEMENTS CORRESPONDENCE FILE.

Record copies of deposit slips; requisitions for funds; correspondence to and from Engineering and Development and contractors; bills and contracts; checks written for capital improvements; and cancelled checks from Department of State Treasurer.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12545. FINANCIAL STATEMENTS FILE.

Record copies of North Carolina State Ports Authority financial statements.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

ITEM 12552. STATEMENT OF CHANGES IN FINANCIAL POSITION FILE.

Record copies of analyses of Capital Improvement Fund; worksheets and entries for funds statements; and handwritten copies of statements of changes in financial positions. File also contains a funds statement analysis.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 fiscal years.

ITEM 12553. BULK PHOSPHATE FACILITY CHECKS FILE.

Information copies of checks written for the bulk phosphate facility.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
COMPTROLLER'S OFFICE
FINANCE DEPARTMENT**

ITEM 12554. PHOSPHATE FACILITY VOUCHERS FILE.

Copies of checks written for the Phosphate Facility Revenue Fund with original purchase orders, requisitions, and invoices attached.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12555. PHOSPHATE FACILITY DEPOSIT SLIPS FILE.

Record copies of deposit slips for funds deposited to cover checks written for phosphate facility.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 12556. COAL FACILITY BILLING FILE.

Reference copies of computer printouts and information copies of invoices reflecting expenses of the North Carolina State Ports Authority coal facility.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12557. SPECIAL OPERATING FUND PROJECTS FILE.

Record copies of correspondence, bills from contractors, and ledger sheets for projects paid from North Carolina State Ports Authority Special Operating Fund.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12558. PAID PROMISSORY NOTES FILE.

Record copies of promissory notes with different lending institutions and pertinent correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 12559. SPECIAL REPORTS FILE.

Record copies of special reports conducted for the North Carolina State Ports Authority such as contracts paid and other comparative financial information. File also contains reports concerning personnel matters and general information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12560. CERTIFICATIONS FILE.

Record copies of correspondence with companies which examine equipment used by the North Carolina State Ports Authority.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 12564. AMORTIZATION SCHEDULE FILE.

Record copies of amortization schedules for North Carolina State Ports Authority notes with lending institutions.

DISPOSITION INSTRUCTIONS: Destroy in office after 25 years.

ITEM 12565. GENERAL LEDGER RELATED COMPUTER PRINTOUTS FILE.

Record copies of printouts supporting North Carolina State Ports Authority general ledger activities. File includes fixed asset reports, depreciation schedules, construction in progress reports, general ledgers, journal entry registers, and trial balance reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 fiscal years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
COMPTROLLER'S OFFICE
FINANCE DEPARTMENT**

ITEM 12566. PORT CHARGE MEMORANDUM ACCOUNTS FILE.

Record copies of annual reports concerning port charge memorandum accounts which are prepared for the Bulk Facility at Morehead City. File includes all information required by Section XXVI of the agreement with Texasgulf.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after termination of agreement with Texasgulf.

ITEM 12567. SPECIAL REPORT WORKING PAPERS FILE.

Record copies of data concerning the compilation of the fixed assets reports, construction in progress reports, and fuel inventories reports. File includes schedules, worksheets, reports, calculations, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 fiscal years.

ITEM 12572. UNION PENSION REPORTS FILE.

Information copies of printouts and other data concerning pensions for North Carolina State Ports Authority hourly (union) employees.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12573. COMMERCE REPORT PRINTOUT FILE.

Informational copies of printouts containing North Carolina State Ports Authority tonnage and container information. File includes commodity reports, monthly trade reports, commodity analyses, steamship line analyses, monthly tonnage analyses by vessels, commerce statistics reports, monthly tonnage analyses, container handling summary reports, monthly container activity reports by vessels, and monthly container activity reports by steamship lines.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 12574. LABOR TRANSFER BACK-UP FILE.

Record copies of documentation supporting labor transfer journal entries. File includes cost data sheets, job order reports, and employee daily logs.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 fiscal year.

ITEM 12575. BATCH LOG FILE.

Record copies of data documenting the flow of invoices to and from Computer Systems. File includes batch number and date and time processed.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 fiscal year.

ITEM 12576. MONTHLY WORKING PAPERS FILE.

Record copies of backup data concerning the compilation of monthly North Carolina State Ports Authority financial statements. File includes schedules, reports, calculations, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 fiscal years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
COMPTROLLER'S OFFICE
PERSONNEL OFFICE**

ITEM 524. PERSONNEL FILE.

Records concerning separated or terminated North Carolina State Ports Authority (NCSPA) personnel. File includes applications, resumes, personnel action forms, documentation on disciplinary actions, transfers, suspensions, and other related records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) Amended 07-08-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
COMPTROLLER'S OFFICE
PURCHASING DIVISION**

ITEM 12577. REQUESTS FOR QUOTATIONS FILE.

Record copies of completed requests for bids for purchases between the amounts of \$500-\$2500 sent to various companies and returned to Purchasing Division.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12582. FUEL AND ENERGY CONSERVATION FILE.

Record copies of monthly management reports for North Carolina State Ports Authority gasoline purchases.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12585. SURPLUS PROPERTY FILE.

Record and information copies of listings of North Carolina State Ports Authority equipment and vehicles that are no longer needed and are to be sold as surplus. File includes bid sheets and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
ENGINEERING AND DEVELOPMENT**

ITEM 12603. ADMINISTRATIVE FILE.

Record and information copies of data concerning the administration of Engineering and Development. File concerns expenses, personnel actions, dredging projects, equipment, leases, building materials, and other subjects. File includes correspondence, memorandums, reports, publications, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends, but within 5 year(s).

ITEM 12604. PORT OF WILMINGTON CONSTRUCTION PROJECTS FILE.

Record copies of data concerning engineering construction projects for the Port of Wilmington. File concerns initiation, approval, and verification of each project; funding; equipment used; dates of projects; and other subjects. File includes correspondence, reports, photographs, plats, environmental impact statements, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 15 years after all invoices have been approved and final inspections made. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12605. PORT OF MOREHEAD CITY CONSTRUCTION PROJECTS FILE.

Record copies of data concerning engineering construction projects for the Port of Morehead City. File concerns initiation, approval, and verification of each project; funding; equipment used; dates of projects; and other subjects. File includes correspondence, reports, photographs, plats, environmental impact statements, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 15 years after all invoices have been approved and final inspections made. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12606. CURRENT CONTRACTS FOR PORTS OF WILMINGTON AND MOREHEAD CITY FILE.

Record copies of all fully-executed contracts for projects that are currently under construction at the Ports of Wilmington and Morehead City.

DISPOSITION INSTRUCTIONS: Transfer to appropriate project file when contract is completed.

ITEM 12607. CLAIMS FILE.

Record copies of data concerning claims involving construction projects at the Ports of Wilmington and Morehead City.

DISPOSITION INSTRUCTIONS: Transfer to appropriate construction project file when claim is resolved.

ITEM 12608. SUBSURFACE INVESTIGATION REPORTS FILE.

Record copies of subsurface investigation reports conducted for engineering projects at the Ports of Wilmington and Morehead City.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
ENGINEERING AND DEVELOPMENT**

ITEM 12609. MAPS FILE.

Reference copies of current contract maps for the Ports of Wilmington and Morehead City. File includes topography maps, floor plans for transit sheds, shipyard drawings, property maps, charts, planning studies, condition surveys, lease holdings, and utilities and environmental permit maps.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
FOREIGN TRADE ZONES**

ITEM 12617. FOREIGN TRADE ZONES (FTZ) OPERATING AND PROGRAM FILE.

Record copies of data concerning the operation of the FTZ for cargo stored at the Port of Wilmington. File concerns pending, probable, and active customers; tariffs; and accounts. File includes correspondence, reports, publications, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after resolution of audit findings. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 12618. ADMINISTRATIVE FILE.

Record copies of data concerning administration of Foreign Trade Zones. File concerns meetings of the Foreign Trade Zones Board, travel and expenses, and planning team actions. File includes correspondence and reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 12620. PUBLIC RELATIONS FILE.

Record copies of data concerning Foreign Trade Zones public relations. File concerns tours, marketing, Foreign Trade Zones Clearinghouse, and other pertinent subjects. File includes correspondence, media releases, and photographs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
MARKETING AND TRADE DEVELOPMENT**

ITEM 12610. MARKETING AND TRADE DEVELOPMENT FILE.

Information copies of data concerning North Carolina State Ports Authority (NCSPA) trade development. File includes listings of salesmen's calls, analyses of commodities transported by various manufacturers, and other data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
PORT MANAGER'S OFFICE
PORT MANAGER**

ITEM 12627. ADMINISTRATIVE FILE.

Record and information copies of data concerning the administration of Port of Wilmington. File concerns potential cargo, shipping companies, civic organizations, coal, cold storage, complaints, Foreign Trade Zone, Maritime Administration, planning teams, leases, personnel, port activities, police records, surveys, tours, and other subjects. File includes correspondence, reports, plans, questionnaires, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12628. PORT OF WILMINGTON SUBJECT FILE.

Record and information copies of data concerning subjects pertinent to operations at Port of Wilmington. File concerns workmen's compensation, work orders, shipping schedules, presentations, safety glasses and shoes, use of code numbers, and other subjects. File includes correspondence, reports, memorandums, publications, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative and reference values end but retain no longer than 5 years.

ITEM 12629. BUDGET AND FISCAL FILE.

Record copies of data concerning budgetary and fiscal matters at Port of Wilmington. File concerns purchases, contracts, equipment, surplus property, budgets, claims, construction, bond issues, bad debts, concessions for the blind, expansion, tariffs, rates, and other subjects. File includes equipment specifications, financial statements, correspondence, reports, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12630. UNION FILE.

Record copies of data concerning union activities at Port of Wilmington prior to July 1, 1982. File includes seniority lists, contracts, terminations and selections, grievances, and all miscellaneous correspondence relative to union activities.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12631. MILITARY ACTIVITIES FILE.

Record copies of data concerning past, present, and anticipated future military activities at the Port of Wilmington. (File includes an individual file for each branch of the service.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
PORT MANAGER'S OFFICE
PORT MANAGER**

ITEM 12632. SAFETY AND ACCIDENTS FILE.

Record copies of data concerning safety at Port of Wilmington. File concerns workmen's compensation, fire inspections, fire equipment, hazardous material, hurricanes, and other subjects. File includes safety procedures, accident reports, fire inspection reports, safety equipment inventories, hold harmless agreements, hurricane action reports, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12633. FUMIGATION AND TOBACCO FILE.

Record copies of fumigation completions, tobacco inspections, certificates issued, and other information concerning tobacco shipped through Port of Wilmington.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12635. STATISTICAL DATA FILE.

Record copies of statistical data concerning activities at Port of Wilmington. File concerns berth occupancy, containers handled, soundings, cargo, tonnage, traffic flow, and other subjects. File includes tonnage reports, import and export reports, commodity analysis reports, fixed asset reports, project priorities, shipping schedules, depreciation schedules, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12636. NORTH CAROLINA STATE PORTS AUTHORITY (NCSPA) OPERATIONS FILE.

Record and information copies of data concerning operations of and activities at the NCSPA. File concerns shipments of phosphine gas, problems with outsiders, payrolls, Maritime Administration, N.C. Port Railway Commission, N.C. Shipping Association, parking, personnel, safety, Seaman's Service Center, soundings, special police force, tariff rates, tobacco inspections, tours, union activities, customs, vessels visiting NCSPA, bond issues, budgets, maintenance dredging, dunnage, weather, dock damages, Environmental Protection Agency, Foreign Trade Zone, fumigation, hurricane action, and numerous other subjects. File includes correspondence, reports, log books, certifications, license applications, regulations, guidelines, questionnaires, surveys, schedule inspections, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends but within 10 years. Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12637. NORTH CAROLINA STATE PORTS AUTHORITY (NCSPA) LEASES AND AGREEMENTS FILE.

Record copies of contracts, leases, and agreements between the NCSPA and other parties for rental of buildings and equipment and for all services performed at or by NCSPA.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after expiration of contract, lease, or agreement. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
PORT MANAGER'S OFFICE
SHIPPING AND RECEIVING DEPARTMENT**

ITEM 12591. SHIPPING AND RECEIVING CORRESPONDENCE FILE.

Record copies of Shipping and Receiving Department correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 12592. VESSEL DATA RECORD FILE.

Record copies of data contained in ledger book concerning each vessel calling at the Port of Wilmington. Information for each ship includes length and tonnage of ship; country of registration; origin and destination of cargo; and dates and times of arrival and departure.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after book is filled. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 12593. SHIP FILE.

Record copies of data concerning each vessel calling at the Port of Wilmington. File includes dock delivery information and billing information for delivery of cargo to customer's truck.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12594. VESSEL FILE.

Record copies of data concerning each cargo received by the Port of Wilmington and held in storage until loaded aboard appropriate ship.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 12595. CONTAINER ACTIVITY FILE.

Record copies of equipment receipts and safety inspection reports which note the condition of equipment at the time of delivery or receipt.

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after released from all audits.

ITEM 12596. RAIL ACTIVITY FILE.

Record copies of data concerning rail movement through North Carolina State Ports Authority (NCSPA) facilities. (File is utilized for the billing for rail movements.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

ITEM 12597. DAILY STORAGE FILE.

Record copies of data concerning the daily storage of cargo in North Carolina State Ports Authority storage facilities. (File is utilized for the billing for storage charges to customer accounts at the end of each month.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 year(s) after released from all audits.

ITEM 12598. STORAGE LEDGER FILE.

Record copies of data contained in ledgers listing cargo processed and stored at the Port of Wilmington. (File is utilized for customer billing each month.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12599. RECAPITULATION OF SERVICES FILE.

Information copies of completed forms providing a recapitulation of services performed daily. (File is utilized to check for billing accuracy and to prepare monthly reports.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
PORT MANAGER'S OFFICE
SHIPPING AND RECEIVING DEPARTMENT**

ITEM 12600. COMMERCE REPORT FILE.

Record copies of monthly reports listing each vessel visiting Port of Wilmington facilities. Information for each ship includes type of vessel; dates of arrival and departure; tonnage; type of commodity; and whether cargo is import or export.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 12601. NON-CARGO BILLING FILE.

Record copies of data concerning North Carolina State Ports Authority billing that is not related to specific cargo vessels (e.g., rental of cranes, sale of water, use of weighing trucks, etc.).

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
PORT MANAGER'S OFFICE
SUPPLY SECTION**

ITEM 12645. EQUIPMENT LIFE FILE.

Reference copies of data regarding each piece of North Carolina State Ports Authority equipment (cranes, fork lifts, etc.). File includes purchase orders, agreements, parts books, manuals, instructions, and other related data. File also includes data concerning each Port of Wilmington building.

DISPOSITION INSTRUCTIONS: Destroy in office upon disposition of equipment.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
SPECIAL PROJECTS AND PROPERTY CONTROL OFFICE**

ITEM 12502. EXECUTIVE DIRECTOR'S CORRESPONDENCE FILE.

Record copies of data concerning the administration of the North Carolina State Ports Authority (NCSPA). File includes correspondence, memorandums, reports, speeches, newspaper clippings, publications, travel itineraries, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12504. SPECIAL PROJECTS AND PROPERTY CONTROL FILE.

Record copies of data concerning special projects and property control for the North Carolina State Ports Authority. File includes correspondence, memorandums, reports, and other related data. (Special projects include offshore drilling and other projects that may involve the ports at a later date.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 15 additional years and then transferred to the custody of the Archives.

ITEM 12505. PORTS ACTIVITIES FILE.

Record copies of data concerning special projects and other port-related activities (offshore drilling, dredging, etc.). File includes correspondence; memorandums; and reports from other agencies, companies, commissions, and associations.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12506. BOARD OF DIRECTORS MEETINGS FILE.

Record copies of data concerning bimonthly meetings of the Board of Directors of the North Carolina State Ports Authority. File includes correspondence, listings of members, monthly reports, and other related data.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 10 additional years and then transferred to the custody of the Archives.

ITEM 12507. PORT OF WILMINGTON LEASES FILE.

Record copies of Port of Wilmington leases for buildings, land, and office space that is leased to businesses associated with maritime trade. File includes correspondence and maps of the leased areas.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of lease.

ITEM 12508. PORT OF MOREHEAD CITY LEASES FILE.

Record copies of Port of Morehead City leases for buildings, land, and office space that is leased to businesses associated with maritime trade. File includes correspondence and maps of the leased areas.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of lease.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
SPECIAL PROJECTS AND PROPERTY CONTROL OFFICE**

ITEM 12509. NORTH CAROLINA STATE PORTS AUTHORITY (NCSPA) LEASES AND AGREEMENTS FILE.

Record copies of leases and agreements for the NCSPA. Leases include leases for office space in various cities for NCSPA trade representatives and leases for NCSPA properties outside the two port areas. Agreements include federal agreements with NCSPA concerning the purchase of goods and services from the two ports.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of lease or agreement.

ITEM 12510. DEEDS, PLATS, EASEMENTS, AND AGREEMENTS FILE.

Record copies of deeds, plats, easements, agreements and other official documents concerning all properties in New Hanover, Brunswick, and Carteret Counties owned by the North Carolina State Ports Authority. (Copies of all deeds are filed with Register of Deeds in appropriate county.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
PORT OF WILMINGTON
TRAFFIC DEPARTMENT**

ITEM 12613. TERMINAL TARIFF FILE.

Reference copies of data concerning terminal traffic at the Ports of Wilmington and Morehead City. File includes published rates, charges, and rules and regulations for all vessels or waterborne cargo moving through the general cargo and container facilities of the North Carolina State Ports Authority.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 12614. CLAIM FILE.

Record and information copies of data concerning past, present, and potential loss and damage claims for cargo moved through the Port of Wilmington.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 12615. FEDERAL MARITIME COMMISSION (FMC) FILE.

Information copies of dockets, general orders, and correspondence concerning various rulings by the FMC.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 12616. INTERSTATE COMMERCE COMMISSION (ICC) CORRESPONDENCE AND DOCKETS FILE.

Information copies of dockets and correspondence concerning rulings by the ICC.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
RALEIGH OFFICE
EXECUTIVE DIRECTOR'S OFFICE**

ITEM 12395. EXECUTIVE DIRECTOR'S CORRESPONDENCE FILE.

Record copies of data concerning the administration of the North Carolina State Ports Authority (NCSPA). File includes correspondence, memorandums, reports, publications, and other related data. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.

ITEM 12396. TRADE MISSIONS FILE.

Record copies of data concerning North Carolina State Ports Authority personnel trade missions to other states and other countries to promote trade through state ports. File includes correspondence, reports, applications for visas, and other related data. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
RALEIGH OFFICE
MARKETING AND TRADE DEVELOPMENT**

ITEM 509. NORTH CAROLINA IMPORT-EXPORT ACTIVITY REPORT FILE.

Record copies of reports providing information by county of number of cargo containers imported and exported through state ports. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.

ITEM 510. SPECIAL PROJECTS FILE.

Record copies of data concerning special projects undertaken by Marketing and Trade Development. File concerns development of the Morehead City Coal Facility, application for Foreign Trade Zones, movement of crane from Morehead City to Wilmington, and other subjects. File includes correspondence, drawings, reports, and other related data. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Transfer records currently stored in the State Records Center to the custody of the Archives immediately. Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.

ITEM 12397. MARKETING AND TRADE DEVELOPMENT (MTD) CORRESPONDENCE FILE.

Record copies of correspondence of the director of MTD, the MTD trade representative (Winston-Salem), and the International Trade Representative. File concerns the expansion of trade through North Carolina ports and the administration of MTD. File includes letters of inquiry, replies to potential clients, and other related correspondence. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.

ITEM 12398. MARKETING AND TRADE DEVELOPMENT (MTD) ADMINISTRATIVE FILE.

Record and information copies of data concerning the daily administration of MTD which develops in-state and out-of-state clients for state ports. File concerns budgets, legislation, appropriations, and other subjects. File includes correspondence, reports, appropriation requests, and other related data. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.

ITEM 12399. PORT OF MOREHEAD CITY FILE.

Information copies of data concerning North Carolina State Ports Authority (NCSPA) operations at Morehead City. File concerns port financing, safety planning, port traffic, and other subjects. File includes world trade reports, maps, technical reports, traffic flow analyses, trade agreements, and other related data. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.

ITEM 12400. PORT OF WILMINGTON FILE.

Information copies of data concerning North Carolina State Ports Authority operations at Wilmington. File concerns port financing, safety planning, port traffic, and other subjects. File includes world trade reports, technical reports, traffic flow analyses, trade agreements, and other related data. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.

**DEPARTMENT OF COMMERCE
NORTH CAROLINA STATE PORTS AUTHORITY
RALEIGH OFFICE
MARKETING AND TRADE DEVELOPMENT**

ITEM 12401. MARKETING ACCOUNTS FILE.

Record copies of data concerning potential clients for the North Carolina State Ports Authority. File includes correspondence, statistical information concerning port operations, biographical information, technical reports, and other related data. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.

ITEM 12402. MARKETING AND TRADE DEVELOPMENT (MTD) PUBLIC RELATIONS FILE.

Record and information copies of data concerning public relations for MTD. File concerns meetings with clients or potential clients, receptions and tours for potential clients, and other subjects. File includes reservations, schedules, catering information, and other related data. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.

ITEM 12405. SOLICITATION FILE.

Printout copies of information concerning trade representatives' contacts with each client and potential client. Information for each contact includes names of representative and company, commodity, designation of client (import or export), port and inland point involved, volume of client's total business, volume of client's North Carolina business, and other related data. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.

ITEM 12406. MARKETING REPRESENTATIVES MONTHLY PRIORITY CHARTS FILE.

Information copies of reports by marketing representatives concerning contacts with potential clients. File includes reports of current status of negotiations, priority charts, name of individual assigned each potential account, correspondence, and other related data. Amended 06-15-01

DISPOSITION INSTRUCTIONS: Raleigh Office abolished February 15, 1989. All records from this office transferred to Port of Wilmington location and kept in the appropriate department.